

Adjutant General's Department

8/23/2013

YOUR DIRECT LINK TO State Vacancies

POST &/or
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

<i>Open to:</i> 1-Present State employees of TAG Dept 2-All State employees' 3-Public					
<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Topeka	1,2,3	Unclassified Full-time	NEW Resource Protection Officer (2 Positions) State Security Forces, Forbes ANG https://www.da.ks.gov/ps/pub/reginfo.asp?id=175356	190 th ANG Topeka	Sept. 6, 2013
Topeka	1,2,3	Unclassified Full-time	Custodial Specialist Construction Facility Maintenance Office https://www.da.ks.gov/ps/pub/reginfo.asp?id=175302	CFMO Topeka	August 26, 2013
Topeka	1,2,3	Unclassified Full-time	Electronic Technician Construction Facility Maintenance Office https://www.da.ks.gov/ps/pub/reginfo.asp?id=175323	CFMO Topeka	Sept. 2, 2013

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

NEW Resource Protection Officer (Two Positions) **State Security Forces – Forbes ANG Base, Topeka, KS**

Requisition # 175356 – Open until September 6, 2013: Full time, unclassified with benefits, state position, \$13.61 per hour. Standard 40 hour work week with actual hours, days of work and days off to be determined. All application must be received by the closing date of 9/06/2013.

Job Description: This position provides armed security base-wide, performs access control, asset protection & surveillance monitoring, and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

Minimum and Preferred Qualifications: Requires one year of armed security or police work. Possession of Air Force AFSC in Security Police &/or comparable Law Enforcement certification; or satisfactory completion of Air Force Security police augmentee training & six months of armed Air Force security police work. Education of 12 semester hours in criminal justice and 6 months armed security work may substitute for one year of experience. Requires drug screening; high school graduate or GED; must be at least age 21; no felony convictions by a civilian or military court; qualify semi-annually on duty weapons, pass annual physical fitness requirement.

PLEASE NOTE: In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant MUST MEET THE MINIMUM QUALIFICATIONS for the position. These qualifications MUST BE IDENTIFIED on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.

Stephanie Burdett: 785-274-1460 Janice Harper: 274-1386 Jo Boswell: 274-1391

NOTE: On-line application and listing of other State Vacancies are available on the Internet, www.jobs.ks.gov

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harpe5.nfg@mail.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #175356. The Adjutant General's Department is an Equal Opportunity Employer.

Required Documents:

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application and must be received prior to the closing date of the job posting.)
- Kansas Tax Clearance Certificate (Must be received within two business days after the job post closing.)
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306\(2\).pdf](http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306(2).pdf) (Must be received prior to the closing date of the job posting.)
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Janice Harper, janice.l.harpe5.nfg@mail.mil

Custodial Specialist Construction Facilities Maintenance Office, Topeka, KS

Requisition # 175302 – Open until August 26, 2013: Full time, unclassified with benefits, state position, \$11.21 to \$15.13 per hour commensurate with experience.. Standard 40 hour work week scheduled Monday thru Friday between 7:00 AM and 5:00 PM. All application must be received by the closing date of 8/26/2013.

Job Description: Employee will perform general custodial duties in but not limited to the following categories:

- Sweeps tile, wood or concrete floors, stairways, landings, porches and entry slabs
- Stripping of floors
- Clean sinks and drinking fountains
- Thoroughly clean water closets
- Replenish latrine supplies
- Unclog any stopped drain line if possible
- Change light bulbs
- Vacuum carpeted areas
- Remove trash
- Mop floors

Minimum and Preferred Qualifications: Requires a high school diploma or equivalent and two (2) years experience in building custodial and grounds keeping maintenance, six (6) months experience in minor building or equipment repair or successful completion of a vocational trade school may be substituted for one (1) year of experience. Physical ability to lift and move objects weighing up to 50 pounds is required.

PLEASE NOTE: In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harpe5.nfg@mail.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #175302. The Adjutant General's Department is an Equal Opportunity Employer.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

Required Documents:

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application and must be received prior to the closing date of the job posting.)
- Kansas Tax Clearance Certificate (Must be received within two business days after the job post closing.)
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306\(2\).pdf](http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306(2).pdf) (Must be received prior to the closing date of the job posting.)
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Janice Harper, janice.l.harper5.nfg@mail.mil

Electronic Technician Construction Facilities Maintenance Office, Topeka, KS

Requisition # 175323 – Open until September 2, 2013: Full time, unclassified with benefits, state position, \$17.39 per hour commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 AM and 5:00 PM. All application must be received by the closing date of 9/2/2013.

Job Description: Employee will perform duties listed but not limited to the following categories:

- Travel statewide to maintain and repair a variety of monitoring, security, and alarm equipment to include but not limited to ultrasonic motion, passive ultrasonic, audio, vibration, passive infrared, closed circuit television, fire alarm, and microwave detection devices, temperature sensors, temperature recorders and energy consumption metering devices.
- Assist Electronic Team Leader in the Electronic Security Program Administration, record keeping and specifying, researching, and procuring all equipment and supplies necessary to facilitate the installation of new systems.
- Perform all procedures necessary to bend and handle electrical conduit. This includes the use of various tools such as masonry drills and conduit benders, Pull necessary wiring through conduit and correctly connect to system components.
- Program the installed alarm control panel to properly provide the required protection to weapons vaults and secondary areas.

Minimum and Preferred Qualifications: Graduation from an accredited two year technical school with major course work in electronics and one year experience in the repair, design, construction, and modification of electronic equipment and devices. Previous ARNG-ILI ESS Program Certified Intrusion Detection System (IDS) Technician is beneficial. Equivalent technical training and certification will be considered. Employee may be required on occasion to lift up to 50 lbs, and may be required to return to work or work additional hour on occasion to include weekends in the event of an emergency situation. Employee must be able to travel to necessary schools and seminars as required. Skills in the use of tools and equipment associated with electronic detection and surveillance equipment systems.

PLEASE NOTE: In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant General's Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant General's Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

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Required Documents:

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- Kansas Tax Clearance Certificate (Must be received within two business days after the job post closing.)
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306\(2\).pdf](http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306(2).pdf) (Must be received prior to the closing date of the job posting.)
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